



State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 7, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-19

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November and December 2012

Attached are calendars detailing November and December 2012 processing schedules for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks, and transmission of direct deposit payments, during these holiday periods:

- Reversal requests for November 16, 2012 payday should be sent to OSUP as early as possible on Wednesday, November 14, 2012 in order for reversals to be processed that day. **Any reversal requests received after Wednesday, November 14, 2012 for November 16, 2012 payday will not be reversed in LaGov until November 28, 2012 due to office closures and normal off-cycle closures.**
- Off-cycle closes at the normal time on Wednesday, November 21, 2012. Off-cycle will remain closed until the morning of Wednesday, November 28, 2012.
- Off-cycle closes at the normal time on Wednesday, December 19, 2012. **Off-cycle will re-open at the normal time on Wednesday, December 26, 2012.**
- Off-cycle is **ONLY** open on Wednesday, December 26, 2012 for the December 28, 2012 payday due to year-end processing and holidays; therefore, payroll should be audited and off-cycles processed as soon as possible.

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- Off-cycle closes at the normal time on Wednesday, December 26, 2012 and will remain closed until Wednesday, January 2, 2013. Direct deposits for December 26, 2012 off-cycle will be transmitted on December 27, 2012. Off-cycle checks saved on December 26, 2012 will be mailed **by** December 28, 2012.
- OSUP will accept requests for reversals on Wednesday, December 26, 2012 until 2:30 p.m. for the December 28, 2012 payday. All reversals approved by OSUP **must have an off-cycle correction stored by 4:30 p.m. on Wednesday, December 26, 2012.** Reversal requests received after 2:30 p.m. on Wednesday, December 26, 2012 will not be processed in LaGov HCM until after the 2012 W-2s have been completed.
- Requests for reversals for periods prior to pay period 26 2012 must be sent to OSUP by December 12, 2012. Requests received after this day will not be processed until after the 2012 W-2s have been completed.
- **December 28, 2012 payday direct deposits will be transmitted on December 26, 2012** for December 28, 2012 settlement date (check date). Payroll checks will be mailed **by** December 28, 2012.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:PAR/pbh

Attachment: [2012 LaGov HCM Holiday Processing Calendar](#)